



DATE OF ISSUE: December 19, 2007

TO: Potential Providers of Services

RE: Request for Proposals for Conducting Market Studies for
Affordable Housing Projects in Michigan

I. Services Sought by Authority:

The Michigan State Housing Development Authority ("Authority") is seeking an individual or firm that is authorized to do business in Michigan to do the following:

- Creating market studies for affordable housing projects in the Direct Lending, Low Income Housing Tax Credit, Modified Pass-Through and multiple Preservation programs.
- Assist in the evaluation and revision of criteria used as guidelines for market studies submitted to MSHDA for review.
- Provide technical assistance to MSHDA staff on affordable housing markets and related issues, as needed.

A detailed description of the work is described in the Scope of Work, which is attached as Exhibit A to this Request for Proposals.

II. Required Qualifications

The prospective contractor ("Prospective Contractor") must:

- A. Have experience providing the services described in the Scope of Work or similar services, including:
 1. Experience in analyzing affordable rental housing market studies in Michigan.
 2. Experience in understanding and applying MSHDA's Guidelines for Market Studies and knowledge of MSHDA's housing programs.

3. Experience conducting and interpreting statistical analysis of demographic, economic, and other trends.
 4. Past experience, education, and professional affiliations that contribute to the ability to complete the work described in this proposal.
- B.** Assign experienced personnel to perform the services or have personnel supervised by experienced staff.
- C.** Have the following certifications:
1. A bachelors degree or higher in an appropriate course of study, such as economics, marketing, geography, business, urban or regional planning, or similar field.
 2. A minimum of three years experience as an author of market studies for affordable housing projects in Michigan.
- D.** Have phone, internet, and e-mail access. Internet and e-mail access must be adequate enough to allow Prospective Contractor to download and upload data and files and receive files and attachments from Authority staff.
- E.** Agree to execute a contract acceptable to the Director of Legal Affairs. For purposes of illustration only, a form of the contract that has been used to provide similar services is attached.

III. Submitting Proposal:

Firms wishing to submit proposals must submit one (1) original and three (3) copies of a proposal to provide the services described in Exhibit A (Scope of Work). Submitted proposals must respond to and address the questions listed in Exhibit B (Proposal Instructions and Selection Criteria).

The due date for the Authority's receipt of the proposals responding to this Request for Proposal ("RFP") is January 9, 2008 at 4 p.m.

The Authority shall not be liable for any costs that a firm or individual may incur while preparing a proposal. The Authority shall not be liable for any costs that a firm or individual may incur prior to the complete execution of a contract. If the Authority enters into a contract, the Authority's consideration (payment) shall be limited to the terms of the contract.

IV. Communications with Authority Staff Prior to Selection of Proposal

Any questions, raised by Providers concerning the RFP may be submitted, in writing, via mail, email or fax, using the subject line to the attention of:

David Allen
MSHDA
735 East Michigan Ave.
Lansing, Michigan 48909

Email: allend1@michigan.gov
Fax: (517) 373- 7657

To ensure a fair and impartial process, Authority staff will not address non-written concerning the RFP. Phone calls involving the RFP or related questions will not be accepted. Firms submitting bids shall not contact any Authority staff or Board members except David Allen—all communications with David Allen *must* be received in writing by January 3rd.

MSHDA will answer timely received, appropriate questions (e.g., information not covered/answered in the RFP, interpretation issues, etc.) by email to all Providers on or before January 4, 2008. MSHDA will hold no other question sessions or bidders conferences.

If, prior to the proposal deadline, the Authority deems it necessary to provide additional clarifying information, or to revise any part of the RFP, supplements or revisions will be provided to all recipients of the RFP who have indicated they will submit a proposal. Proposals will then be evaluated based on the terms and conditions of the RFP, any supplements or revisions thereof, and the answers to any written questions.

V. Selection of Proposal:

The Authority's Office of Program Policy and Market Research will select the proposal based on Selection Criteria, which is set forth in Exhibit B (Proposal Instruction and Selection Criteria).

VI. Processing Required Forms & Contract Execution:

A contract will be forwarded to the firms ("Selected Firms") that submitted the selected proposals with instructions to execute and return three copies. Upon receiving the executed copies, the Office of Program Policy and Market Research will submit the executed copies to a duly authorized Authority signatory for execution on behalf of the Authority.

VII. Michigan Freedom of Information Act

Documents submitted to the Authority shall be subject to the Michigan Freedom of Information Act ("FOIA"). In the event a request for submitted documents is made to the Authority, the Authority's FOIA Coordinator will redact or withhold information and/or documents that are exempt from disclosure under FOIA. *See MCL 15.243*. Please note that any requests by non-MSHDA personnel to review proposals will be denied until the deadline for submission of the bids has expired. *See MCL 15.243(1)(j)*.